

Skills Employers Want – Do You Have Them?

Grade Level	Eighth
Minimum Time Required	50 Minutes
Materials/Resources	Speaker from local business community Career and Life Planning Portfolio Folder insert on General Competencies
Subject Area(s)	Guidance

Project Description:

1. Invite speakers from the local business community to speak to the students on the general competencies needed to succeed on the job. (The portfolio folder insert on General Competencies will be given to the employer ahead of time.) Discuss with the employer that they will want to define/describe the general competencies.
2. Have students rate themselves using the scale on the General Competencies insert and discuss with students that everyone has areas that they may need to improve.
3. Have students discuss (or divide students into groups and assign each group a general competency) how a lack in one of the general competencies could cause problems in their education, job, and personal life.
4. Conclude by stating that these general competencies are important for success in education, job, and personal life. Emphasize the importance of seeking ways to improve in those areas where they feel they need improvement.

Career Development Standard	Knowledge of skills necessary to seek and obtain jobs
Career Development Indicator	Demonstrate personal qualities (e.g., dependability, punctuality, getting along with other) that are needed to get and keep jobs
Delivery Level	Review
Academic Standards	
Language Arts	3.1 b. Use various listening techniques in problem-solving and decision-making situations. 3.3 a. Analyze and assess oral/visual information for usefulness. 3.3 b. Use specific questioning strategies to comprehend oral/visual information. 4.1 b. Present oral information in a logical and coherent manner. 4.2 c. Use recognized convention/mechanics of language in personal communication
Employability/SCANS Skills	Personal Qualities Resources Interpersonal Skills Basic Skills Thinking Skills
Assessment/Rubric	Students will be evaluated on the worksheet and class participation.

A Self Assessment on Employability Skills

To be a successful employee you will need to possess the general competencies listed below. Take time to think about these as they apply to your education, job and/or personal life. If you rate yourself with a 1 – “Not Met” or a 2 – “Needs Improvement” look for ways to improve yourself in these areas.

Instructions to Student:	
Be honest as you rate yourself in each of the Foundation Skills and Competencies using the rating scale to the right	3 ---- ACCOMPLISHED 2 ---- NEEDS IMPROVEMENT 1 ---- NOT MET N/A – NOT APPLICABLE

		Evaluation Period			
	Grade				
A.	Attendance				
B.	Punctuality				
C.	Appropriate Business Attire				
D.	Initiative				
E.	Maturity				
F.	Courtesy				
G.	Attitude				
H.	Quantity of Work				
I.	Quality of Work				
J.	Flexibility				
K.	Cooperation				
L.	Dependability				
M.	Trustworthiness				
N.	Follows Directions				
O.	Works with Minimum Supervision				
P.	Works Accurately and Neatly				
Q.	Accepts Suggestions for Improvement				